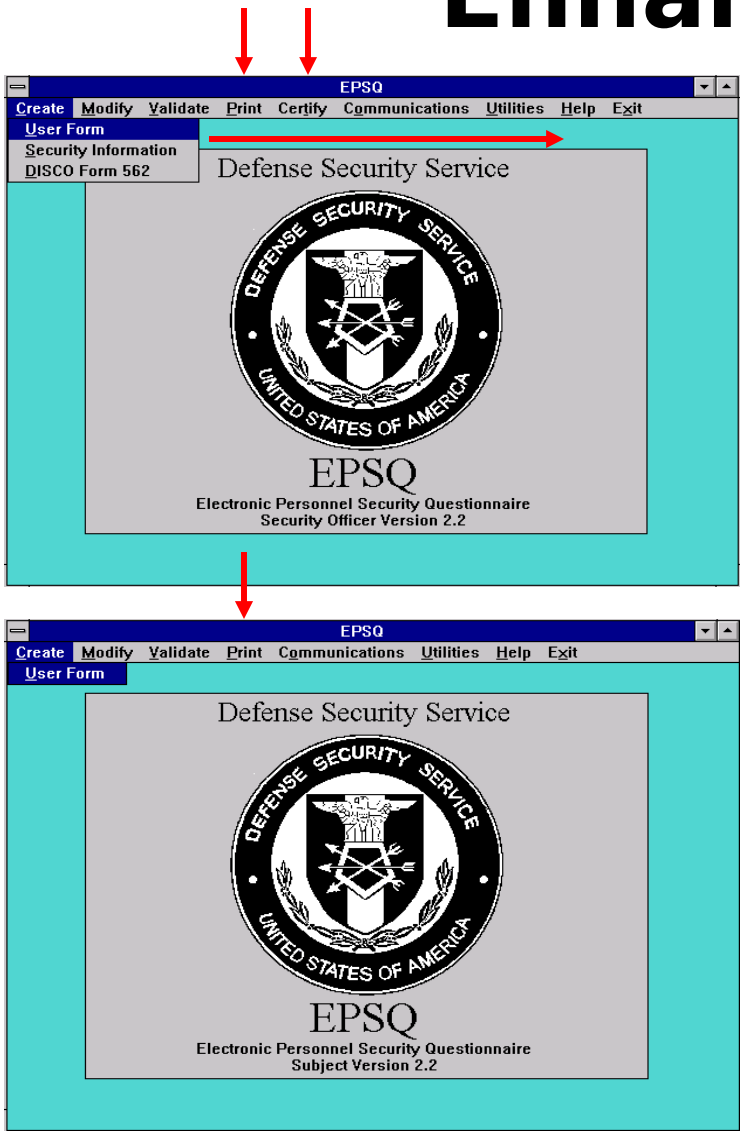
Enhancements and Changes for EPSQ version 2.2 Subject & Security Officer Editions

This is an overview of selected enhancements and changes for version 2.2

At www.dss.mil/epsq/ you'll find links to:

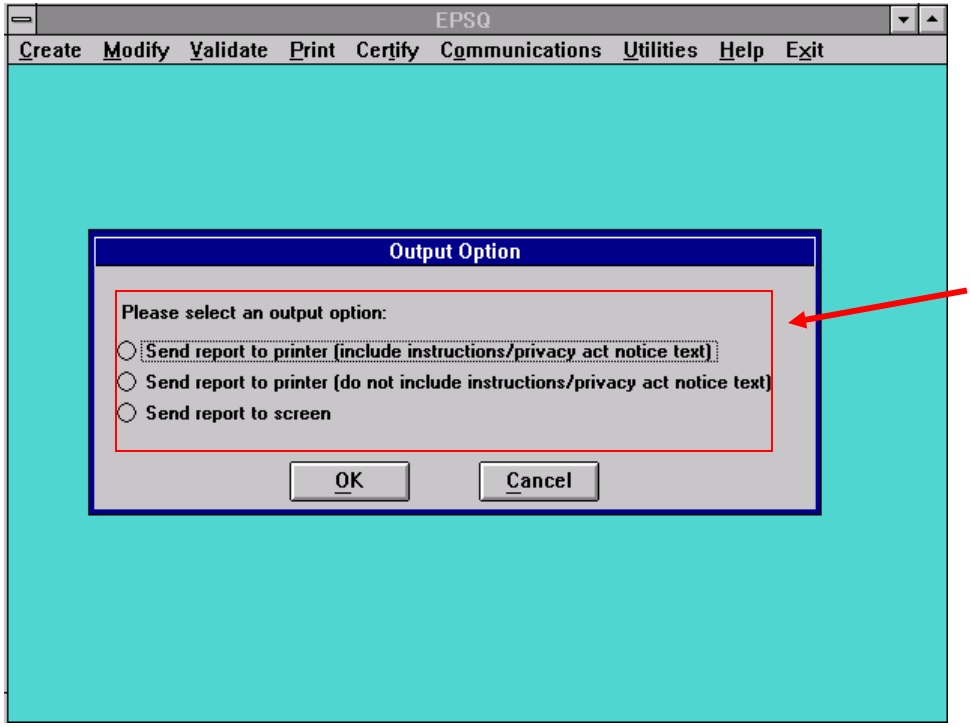
- Release Notes for version 2.2 containing more detailed information about what is new
- Updated Subject and Security Officer Instruction Guides - available in .pdf format or as Word 97 documents

EPSQ Main Menu Enhancements



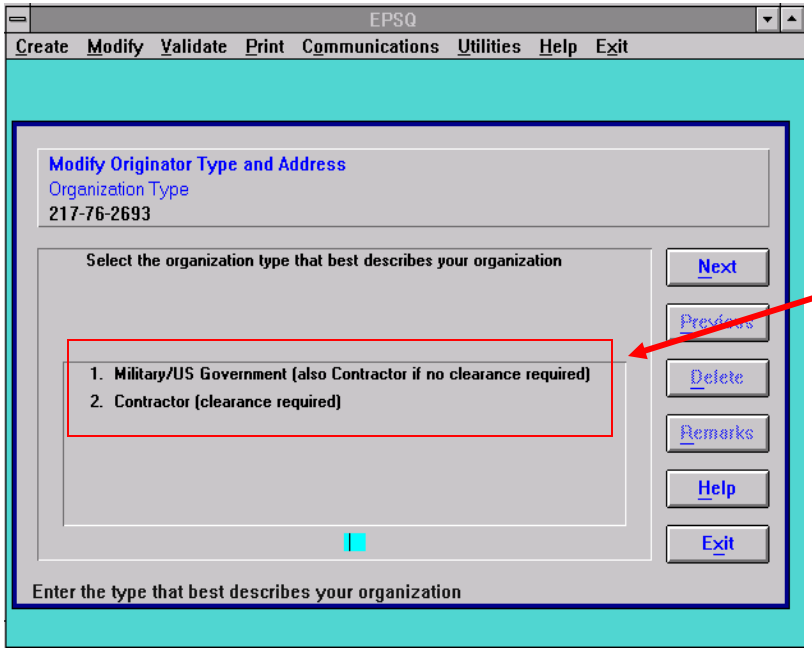
- The menu item “Reports” is now “Print” in both Editions
- “Certify” moves out from Communications and becomes its own menu bar choice (Security Officer Edition)
- Left to right menu bar choices follow a logical sequence of events leading to Transmission to Security Officer (Subject Edition) or to DSS (Security Officer Edition)

SF86 & SF85P Can be Printed Minus Instructions/Privacy Notice


EPSQ
Create Modify Validate Print Certify Communications Utilities Help Exit
Output Option
Please select an output option:
Send report to printer (include instructions/privacy act notice text)
Send report to printer (do not include instructions/privacy act notice text)
Send report to screen
OK
Cancel

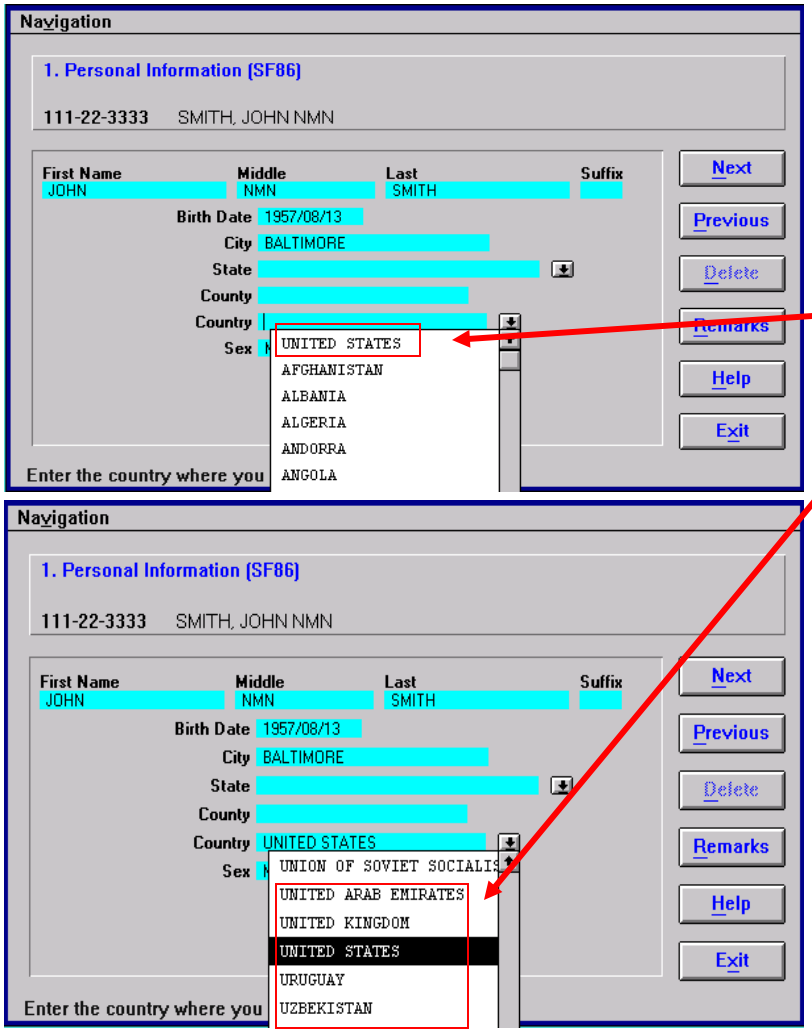
- Users select an Output Option. See choices at left
- These options are found in both the Security Officer and Subject Editions

Originator Type Screen has been Clarified



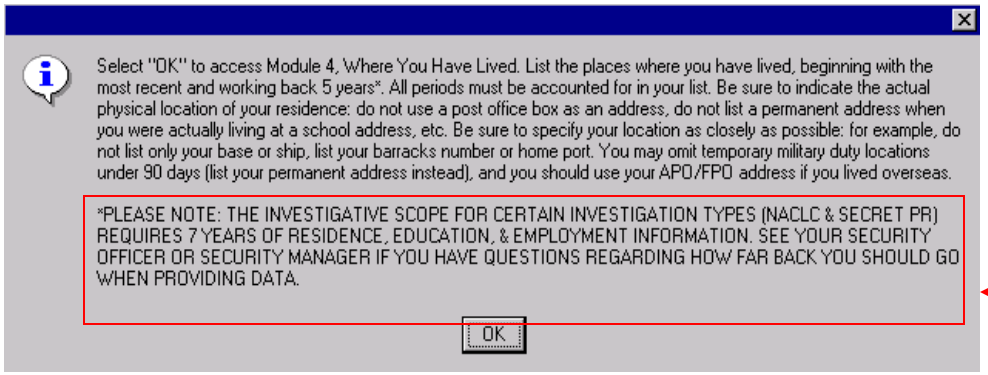
- Text has been added to this screen in both Security Officer and Subject Editions
- This clarification will help to ensure proper routing and processing of requests at DSS

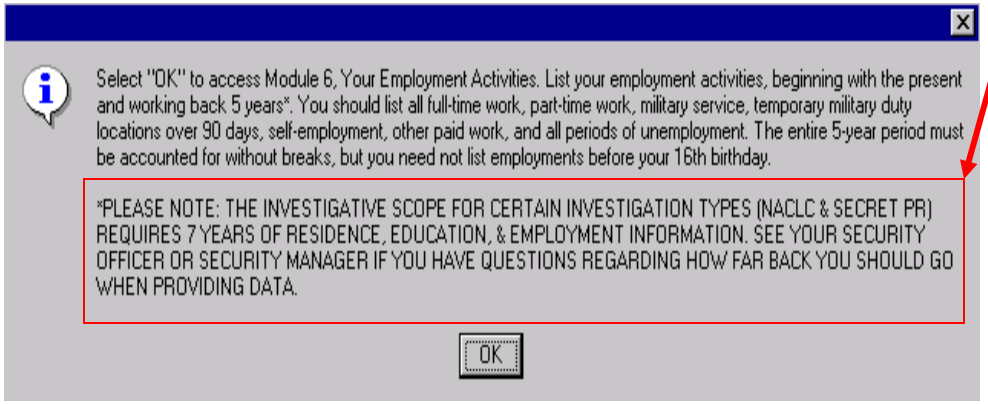
All Country Code Tables have been Modified



- The US is now both the first entry and the correct entry alphabetically in both the Security Officer and Subject Editions

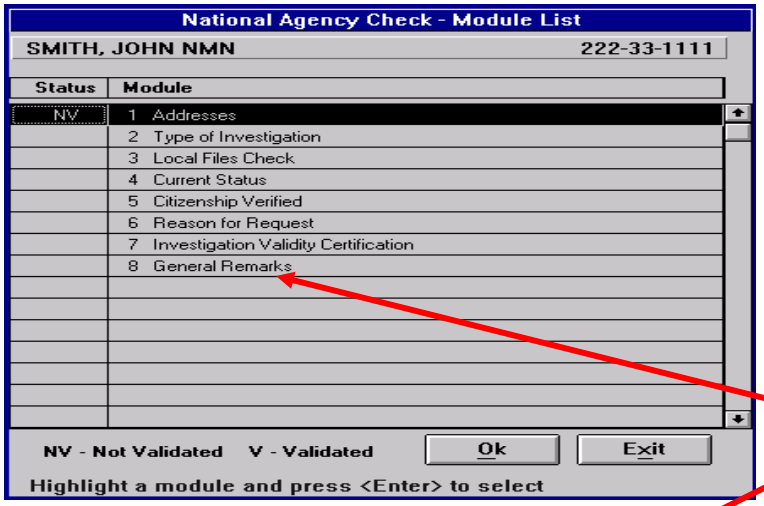
Text for Modules 4 & 6 has been Modified to Collect Correct Amount of Information

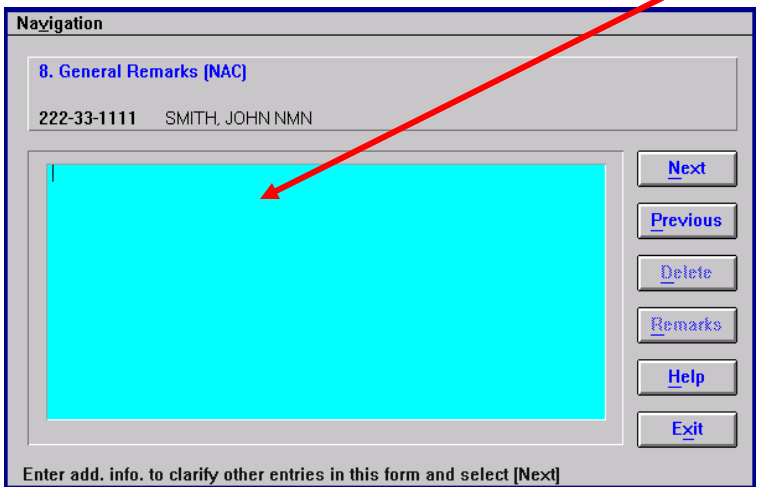

Select "OK" to access Module 4, Where You Have Lived. List the places where you have lived, beginning with the most recent and working back 5 years*. All periods must be accounted for in your list. Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port. You may omit temporary military duty locations under 90 days (list your permanent address instead), and you should use your APO/FPO address if you lived overseas.
*PLEASE NOTE: THE INVESTIGATIVE SCOPE FOR CERTAIN INVESTIGATION TYPES (NACLC & SECRET PR) REQUIRES 7 YEARS OF RESIDENCE, EDUCATION, & EMPLOYMENT INFORMATION. SEE YOUR SECURITY OFFICER OR SECURITY MANAGER IF YOU HAVE QUESTIONS REGARDING HOW FAR BACK YOU SHOULD GO WHEN PROVIDING DATA.
OK


Select "OK" to access Module 6, Your Employment Activities. List your employment activities, beginning with the present and working back 5 years*. You should list all full-time work, part-time work, military service, temporary military duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire 5-year period must be accounted for without breaks, but you need not list employments before your 16th birthday.
*PLEASE NOTE: THE INVESTIGATIVE SCOPE FOR CERTAIN INVESTIGATION TYPES (NACLC & SECRET PR) REQUIRES 7 YEARS OF RESIDENCE, EDUCATION, & EMPLOYMENT INFORMATION. SEE YOUR SECURITY OFFICER OR SECURITY MANAGER IF YOU HAVE QUESTIONS REGARDING HOW FAR BACK YOU SHOULD GO WHEN PROVIDING DATA.
OK

- Text has been added to the pop-up boxes that precede Modules 4 & 6 of the SF86 and SF85P when Subject has chosen a NAC, NACLC, SPR or Confidential PR
- This clarification will help to ensure that the correct amount of information is collected so that individual investigative scoping requirements can be met

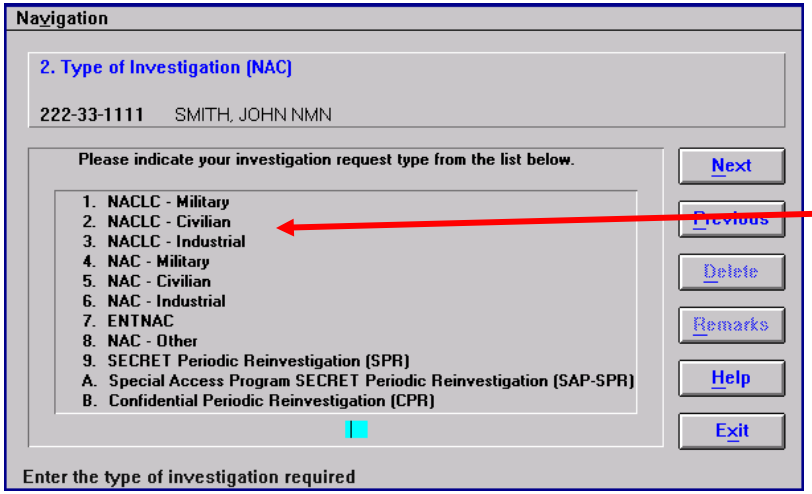
NAC Security Information Sheet Enhancement



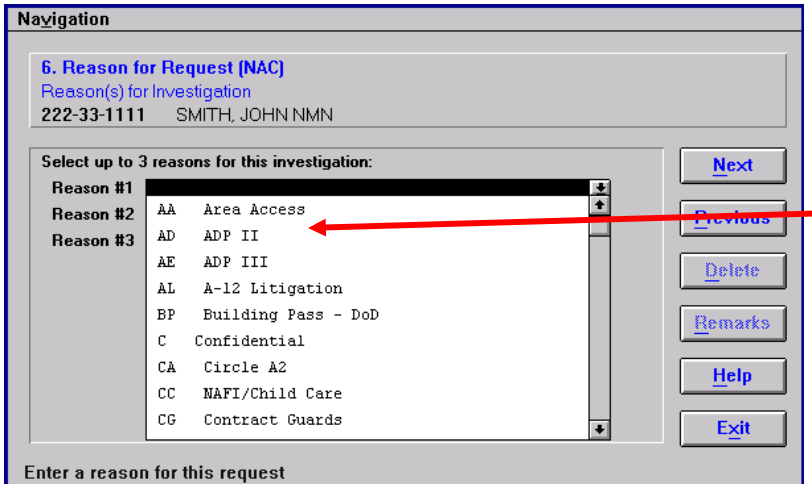


- A General Remarks Module has been added to the NAC Security Information Sheet of the Security Officer Edition

Type of Investigation and Reason for Request lists are Enhanced on the NAC Security Information Sheet

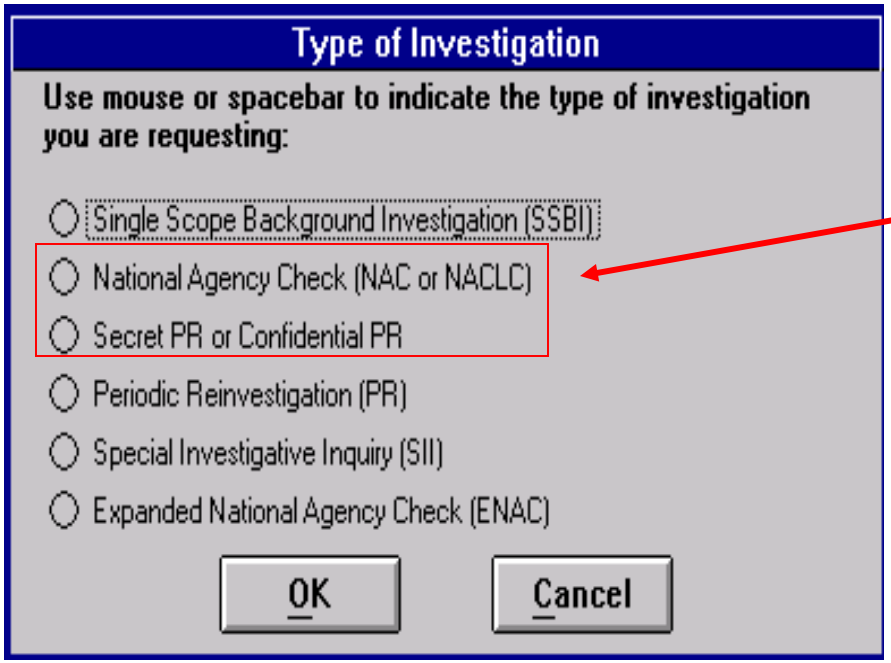


- The selections for Type of Investigation have been expanded



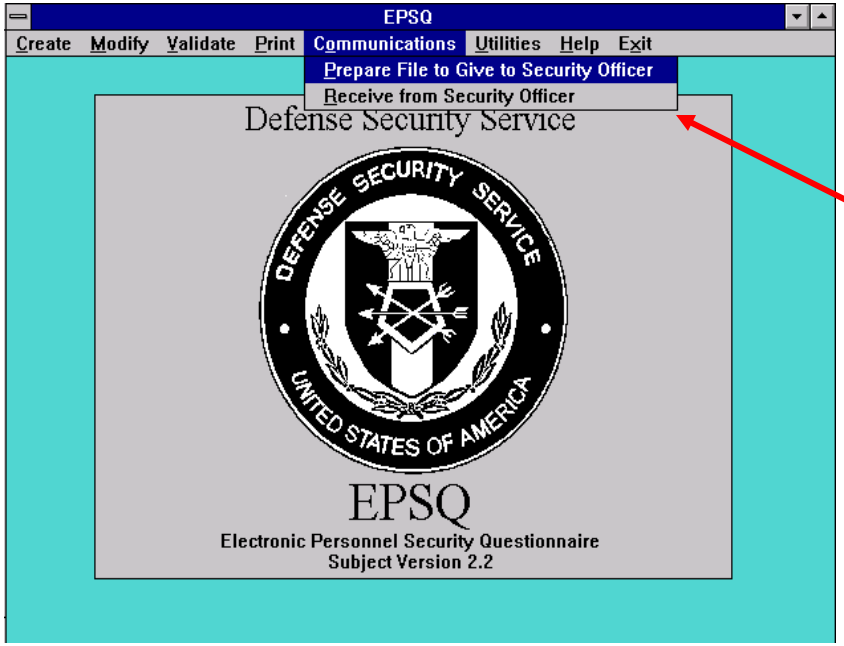
- The list for Reason for Request has been enhanced so that ADP II and ADP III are now separate selections
- A new entry has been added for Key Management Personnel (Industrial Requests)

Type of Investigation list for Creating Subject forms has been Enhanced


Type of Investigation
Use mouse or spacebar to indicate the type of investigation you are requesting:
Single Scope Background Investigation (SSBI)
National Agency Check (NAC or NACLC)
Secret PR or Confidential PR
Periodic Reinvestigation (PR)
Special Investigative Inquiry (SII)
Expanded National Agency Check (ENAC)
OK
Cancel

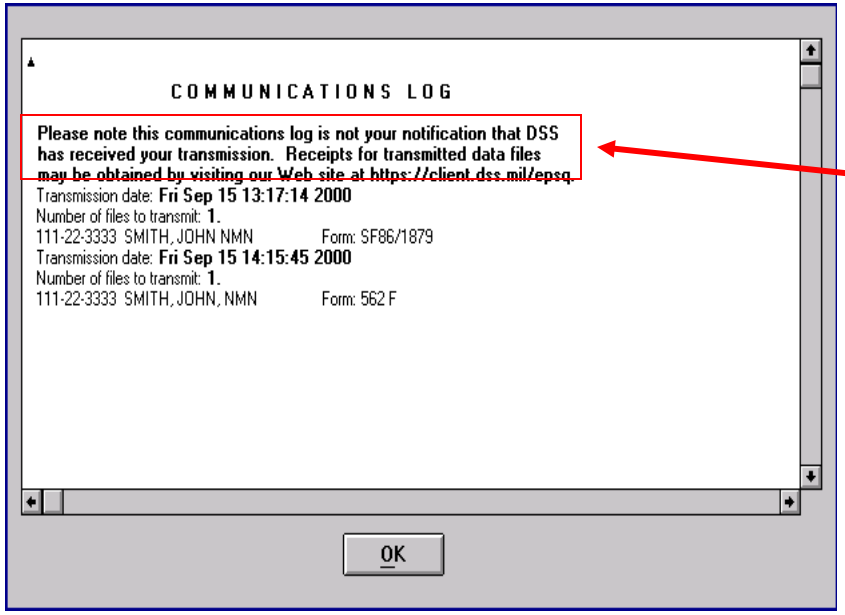
- The selections for Type of Investigation (when creating Subject forms) have been enhanced in both the Security Officer and Subject Editions

Communications Menu Text Enhanced for Subject Edition



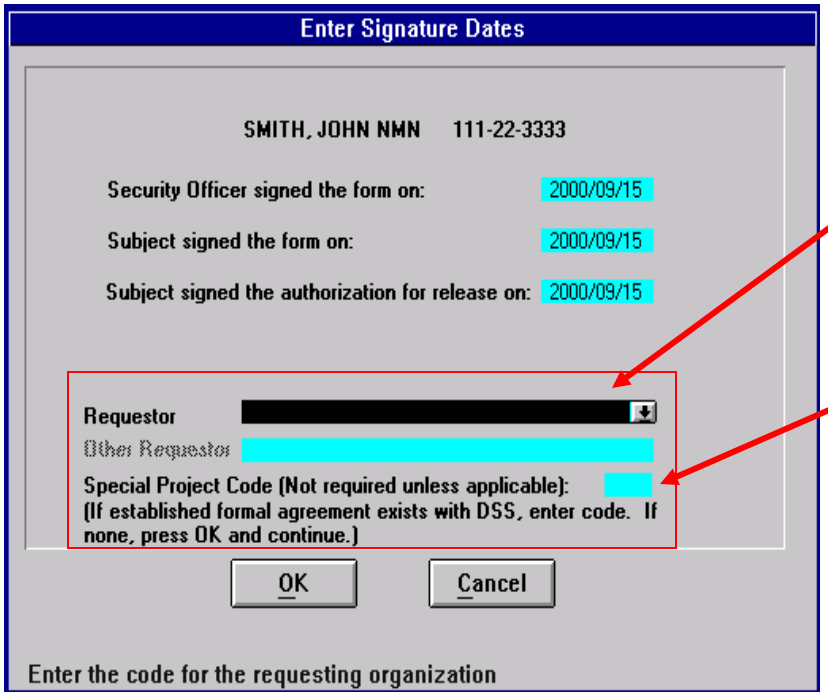
- Text has been changed from “Transmit to Security Officer” to “Prepare File to Give to Security Officer”

Communications Log Text Enhanced for Security Officer Edition


COMMUNICATIONS LOG
Please note this communications log is not your notification that DSS has received your transmission. Receipts for transmitted data files may be obtained by visiting our Web site at https://client.dss.mil/epsq.
Transmission date: Fri Sep 15 13:17:14 2000
Number of files to transmit: 1.
111-22-3333 SMITH, JOHN NMN Form: SF86/1879
Transmission date: Fri Sep 15 14:15:45 2000
Number of files to transmit: 1.
111-22-3333 SMITH, JOHN, NMN Form: 562 F
OK

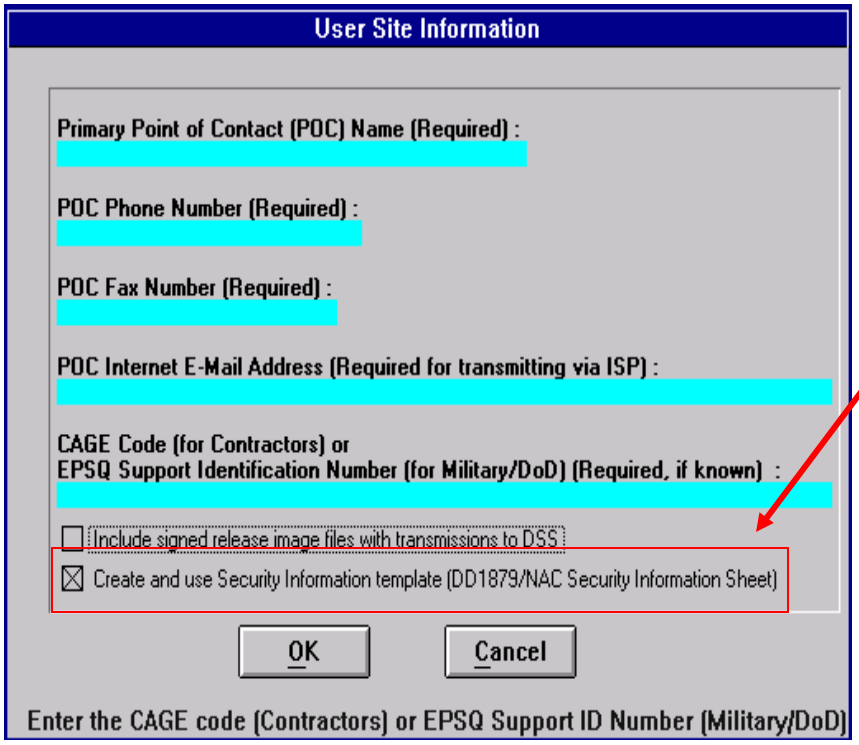
- Text has been changed to ensure that users are not mislead to think the Communications Log is a transmission Receipt

Certification Screen has been Enhanced for Security Officer Edition


Enter Signature Dates
SMITH, JOHN NMN 111-22-3333
Security Officer signed the form on: 2000/09/15
Subject signed the form on: 2000/09/15
Subject signed the authorization for release on: 2000/09/15
Requestor
Other Requestor
Special Project Code (Not required unless applicable):
(If established formal agreement exists with DSS, enter code. If none, press OK and continue.)
OK
Cancel
Enter the code for the requesting organization

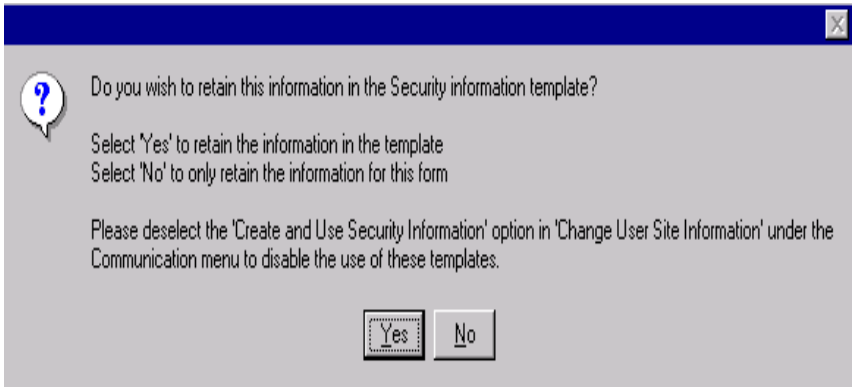
- A pull down list containing Requester information (i.e. Army, Navy, DLA, DISCO, etc.) has been added when submitting requests using the DD1879. Industrial requests should choose (4) DISCO.
- An entry area for a two place, alpha/numeric code has been added for Special Project/Priority requests
- This information enables DSS to prioritize and process Investigative Requests more efficiently
- *Users should not enter a Special Project/Prioritization Code unless they know that a valid code applies to that request.*
- For complete information on Special Project/Prioritization Codes, go to our Website www.dss.mil/epsq, and click on the link DoD Security Clearance/Access Investigative Priorities.

Security Officers can now Create a Security Information “Template”


User Site Information
Primary Point of Contact (POC) Name (Required) :
POC Phone Number (Required) :
POC Fax Number (Required) :
POC Internet E-Mail Address (Required for transmitting via ISP) :
CAGE Code (for Contractors) or
EPSQ Support Identification Number (for Military/DoD) (Required, if known) :
Include signed release image files with transmissions to DSS
Create and use Security Information template (DD1879/NAC Security Information Sheet)
OK
Cancel
Enter the CAGE code (Contractors) or EPSQ Support ID Number (Military/DoD)

- This option can be found in the Communications Menu under Change User Site Information
- Selecting this option will allow users to retain previously entered data for Modules 1 & 13 of the DD1879 and Modules 1 & 7 of the NAC Security Information Sheet
- User will also have the option to edit/change this data at any time
- Will save data entry time when completing Security Forms

Security Officers can now Create a Security Information “Template”


Do you wish to retain this information in the Security information template?
Select 'Yes' to retain the information in the template
Select 'No' to only retain the information for this form
Please deselect the 'Create and Use Security Information' option in 'Change User Site Information' under the Communication menu to disable the use of these templates.
Yes
No

- After selecting the appropriate box in the Change User Site Information screen (see previous slide) you will receive the pop-up box at left. Select “yes” to enable this option

- Once enabled, the pop-up box at left will appear after each selected entry in Modules 1 & 13 of the DD1879 and Modules 1 & 7 of the NAC Security Information Sheet. Upon completion of the selected Security form, this pop-up box will not appear again unless you change any of the selected entries